



OHSU POLICY MANUAL

Policy Number: 03-05-055
Policy Title: ACCOMMODATIONS
Effective Date: August 18, 2021

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1. **Generally**

OHSU complies with all applicable federal and state laws related to nondiscrimination, and works to ensure equal access and opportunity for all OHSU Members. This includes making reasonable accommodations for disabilities, religious beliefs, pregnancy-related conditions, for victims of domestic violence, criminal harassment, sexual assault, and stalking, and any reasons required by law.

2. **Disability Policy**

It is a policy of the State of Oregon (ORS 410.710) that all persons regardless of any disability have the right to live their lives with dignity and to participate in society and all state programs to the fullest extent possible. OHSU policy echoes this statute.

In all correspondence and publications, OHSU Members shall reflect a positive approach to persons with disabilities by taking the following actions:

- A. Avoid the use of stereotypes and negative labels such as “victim,” “afflicted,” “crippled” and “handicapped” except as such terms are required by statute or federal law and/or regulation.
- B. Use positive terminology such as, “person with disabilities” instead of “disabled person,” “handicapped” or other negative words except as such terms as required by statute, or federal law and/or regulation.
- C. Develop and seek input regarding positive terminology and portrayal of persons with disabilities from persons who have disabilities and their advocates.
- D. Foster corrective measures and avoid stereotypes and negative labeling in texts used by schools, newspapers, magazines, radio and television by encouraging review and analysis of these media by publishers, company owners or appropriate agencies.
- E. Recognize that not all disabilities are visible and that individuals with disabilities have different experiences, capabilities, needs, and desires. OHSU Members should avoid making assumptions regarding a person’s actual or perceived

disability.

3. Reasonable Accommodations for Persons with Disabilities

OHSU is required to provide reasonable accommodations in employment to any qualified person with a disability unless the accommodation would impose an undue hardship on the operation of OHSU's business or would change the essential functions of the position. Retaliation against a person with a disability for using this policy is prohibited.

OHSU encourages any employee who has a physical or mental impairment that affects or limits an individual's ability to perform the job to advise their supervisor, Human Resources, or OHSU's Affirmative Action and Equal Opportunity (AAEO) Department regarding the disability, the work limitations covered by the disability, and any suggested reasonable accommodations.

AAEO facilitates reasonable accommodation requests for OHSU employees and applicants. AAEO will process requests for reasonable accommodations and determine whether the requests should be granted by engaging in an interactive process for each request, seeking input from the individual and their supervisor. AAEO will determine, when possible, whether the requested accommodation is reasonable in a prompt and efficient manner. The employee's department is responsible for providing, funding or implementing accommodations that are granted.

Reasonable accommodations will be provided without unreasonable delay; however, those requesting accommodations should be aware that there are sometimes factors that may draw out an accommodation not being provided immediately. The factors involved in accommodations may include an interactive process between the employee or applicant and AAEO, the employee or applicant providing supporting documentation from a health care provider, and purchase and implementation of an accommodation.

Reasonable accommodations may include, but are not limited to adjustments of equipment, work schedule and breaks, work environment, and job aids.

While AAEO leads the administration of requests for reasonable accommodation it is important that all supervisory and management personnel are familiar with these procedures, as they may:

- receive formal or informal requests for accommodation from applicants or employees;
- participate with AAEO in the interactive process; and/or
- be required to provide information necessary to making a determination about whether or not a requested accommodation is reasonable and will be granted

Volunteers may request reasonable accommodations by contacting Volunteer Services or the AAEO Department.

Patients who seek reasonable accommodation due to a disability are encouraged to contact the Department of Patient Relations.

Public event attendees with disabilities may contact the event contact person or AAEO prior to the event to request reasonable accommodation to attend or participate in the event.

Information regarding requests for accommodation will be kept confidential, with limited exceptions recognized by law and as required to provide for accommodation.

Students with disabilities who seek reasonable accommodation should contact the Office of Student Access consistent with the requirements of Policy 02-01-002, Equal Access for Students with Disabilities.

4. Reasonable Accommodations for Religious Beliefs

In accordance with OHSU Policy 03-05-037, employees or students who desire reasonable accommodation for a religious belief or practice are encouraged to advise their supervisor, Academic Official, Human Resources or the AAEO Department regarding the request. The AAEO Department administers a reasonable accommodation request process for employees and students who desire religious accommodation.

Patients who seek reasonable accommodation due to a religious belief or practice are encouraged to contact the Department of Patient Relations or the AAEO Department.

Volunteers who seek reasonable accommodation due to a religious belief or practice are encouraged to contact Volunteer Services or the AAEO Department.

Reasonable accommodations for religious reasons may include, but are not limited to, a modified work schedule, additional unpaid breaks, or a suitable space to use for religious practice.

5. Reasonable Accommodations for Pregnancy-Related Conditions

OHSU also provides reasonable accommodations to an employee or applicant for known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Employees who need or would benefit from accommodations for these reasons, are encouraged to advise their supervisors, Human Resources or the AAEO Department regarding the condition, the work limitations covered by condition or the disability, and any suggested reasonable accommodation(s). The AAEO Department administers a reasonable accommodation request process for employees or applicants with pregnancy-related

conditions.

Volunteers may request reasonable accommodations by contacting Volunteer Services or the AAEO Department.

Students who are pregnant and who seek reasonable accommodations should contact the Office of Student Access, consistent with the requirements of Policy 02-01--002, Equal Access for Students with Disabilities.

Information regarding requests for accommodation will be kept confidential, with limited exceptions recognized by law and as required to provide for accommodation.

6. **Reasonable Accommodation for Domestic Violence, Criminal Harassment, Sexual Assault and Stalking**

OHSU Employees or Applicants may request an accommodation for their status as a victim (or as the parent or guardian of a victim) of domestic violence, criminal harassment, sexual assault, or stalking in accordance with ORS 659.A. Employees who need or would benefit from accommodations for these reasons, are encouraged to advise their supervisor, Human Resources or the AAEO Department regarding their situation and any suggested reasonable accommodation(s) to protect their safety or otherwise enable them to seek necessary services or address the situation. The AAEO Department administers a reasonable accommodation request process for employees and students who desire an accommodation for this purpose.

Volunteers may request reasonable accommodations by contacting Volunteer Services or the AAEO department.

Reasonable accommodations for victims of domestic violence, criminal harassment, sexual assault, and staling include, but are not limited to, reassignment, modified work schedule, reassigned or concealed contact information, reasonable leave, or work environment modification.

7. **Confidentiality**

Any medical information OHSU obtains in connection with a request for reasonable accommodation must be kept in files separate from the individual's personnel file. This includes the fact that an accommodation has been requested, the outcome of the accommodation request, and information about functional limitations. It also means that any OHSU employee who obtains or receives such information is bound by these confidentiality requirements.

Student records are maintained in accordance with the requirements of Policy 02-20-005, Education Records.

8. Non-Retaliation

OHSU strongly prohibits any form of discipline, reprisal, intimidation, or retaliation against any person who may seek accommodations under this policy, or reports any potential violations. Any such discipline, reprisal, intimidation, or retaliation that is found to have occurred will result in appropriate disciplinary action.

Anyone who believes they have experienced or observed any retaliation in violation of this policy, should promptly notify the AAEO Department.

Related Regulations:

Oregon Revised Statute 182.109

Oregon Revised Statute 410.710

Related Policies and Procedures:

OHSU Policy 02-01-002, Equal Access for Students with Disabilities

OHSU Policy 03-05-037, Religious Exercise and Religious Expression in the Workplace and Educational Environment

OHSU Policy 03-30-135, Workplace Breastfeeding

OHSU Policy 08-01-005, Access for Members of the Public to Programs, Services and Activities

OHSU Policy 08-01-006, Physical Access Committee

Public Event Disability Accommodation Request Procedure

“Person First” Procedure

Respect for All Guide Book

Related Forms:

Public Event Disability Access Accommodation Request Form

Implementation Date: January 1, 2020

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Responsible Office: Affirmative Action and Equal Opportunity Department